



CITY OF HOUSTON

Job Posting

Applications accepted

ALL INTERESTED PERSONS

Job Classification

Data Entry Operator

Posting Number

PN# 109646

Department

Health & Human Services Department

Division

Various

Section

Various

Reporting Location

Various

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

Enters data from various source documents to provide information necessary for the processing of specific administrative reports, forms, certificates, and other documents. Performs routine work in the operation of automatic data entry devices. May assist general public, city officials and agencies in retrieving information.

CORE FUNCTIONS

- Performs general data entry activities (inputting/retrieving information).
- Types, proofreads and edits reports, documents and forms.
- Performs rapid and accurate conversion of data from original documents into coded forms.
- Enters new information into the computer under well-defined and established procedures.
- May perform general clerical/receptionist functions.

WORKING CONDITIONS

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

MINIMUM EDUCATIONAL REQUIREMENTS

Knowledge of grammar, spelling, punctuation and mathematical functions as might be acquired through specialized training of up to 9 months of education or training beyond the high school level. May have simple vocational competence in the operation of mechanical or electronic equipment.

MINIMUM EXPERIENCE REQUIREMENTS

Six months of data entry experience or clerical/secretarial experience with a heavy volume of typing are required.

MINIMUM LICENSE REQUIREMENTS

Must pass a City administered typing test of 40 words per minute.

PREFERENCES

None

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GRANT FUNDED POSITIONS

Grant positions are dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 8

\$800 - \$1,175 Biweekly \$20,800 - \$30,550 Annually

OPENING DATE

March 29, 2006

CLOSING DATE

April 4, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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